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ABSTRACT

This manual outlines the responsibilities of the director of the Oklahoma Department of Libraries in the event of a disaster as well as the functions of the emergency recovery team (ERT) in the coordination of recovery, and emergency action steps to be taken. The evacuation and emergency plan provided for the Allen Wright Memorial Library Building includes emergency telephone numbers, a bomb threat checklist, library floor plans illustrating exit routes, and emergency operation procedures. The appended discussion of salvage procedures for treatment of water-damaged paper and microfilm includes a safety checklist, instructions for using a fire extinguisher, a material priority list, a material damage report form, and a list of emergency supplies and equipment together with suppliers. (RBF)

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DISASTER MANUAL:

EMERGENCY, EVACUATION, RECOVERY

Oklahoma Department of Libraries
Oklahoma City, Oklahoma

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Brad Koplowitz

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FOREWORD

If we were to define the word disaster, we might choose such adjectives as sudden, extraordinary and calamitous. It is the very nature of a disaster which makes planning so difficult and yet so vitally important.

To write a plan is to ask "hard" questions. What kind of disaster might occur? What actions might be taken to mitigate its effects? What priorities could be set now? Are there some preventive measures to help ward off a disaster from ever taking place? If disaster strikes, can we construct a team beforehand which will coordinate the recovery? Who, outside our organization, might help as volunteers? What steps can we take to achieve the greatest continuity of service?

After asking such questions then comes the hard part, i.e. seeking answers that reach into the unknown. We have tried this. We only hope that our hypotheses are never tested.

January 25, 1982

Oklahoma Department of Libraries

Disaster Preparedness Committee

Brad Koplowitz, Chairman

Steve Belev

Susan Bradley

Gary Harrington

Sheri Taylor

INTRODUCTION

This manual is an outgrowth of the work done by the Oklahoma Department of Libraries (ODL) Preservation Committee and recommendations made in the Cunha Study. To take prevention and conservation a step farther, we set out to examine the ramifications for ODL should a disaster take place.

Knowing that a calamity could besiege any library or archives in Oklahoma, we purposely designed the manual so that its form is adaptable for use by other institutions. The appendices should offer a handy reference to find help. Sample forms, such as Emergency Action Steps, Safety Checklist and Material Damage Report are included in the hope that others will "fill in the blanks" and lessen their anxieties by planning for the vagaries of chance.

ORGANIZATION

EMERGENCY

Under the State Civil Defense Evacuation and Security Plan, the Director of ODL would, in cooperation with the state and local authorities, take the requisite actions to meet and contain any emergency. Floor Monitors would be in charge of their respective assigned areas, while stairway and elevator monitors would direct the evacuation. Emergency action steps are outlined in this manual. Only after an "all clear" statement is issued by the Director can the recovery effort begin.

RECOVERY

The Director would issue immediate directives to protect and save materials as the situation warrants. After a "minor" disaster, the Emergency Recovery Team Coordinator, floor monitors and building superintendent will check and assess the damages, and report to the Director. In the event of a "major" disaster, the Director will call the Emergency Recovery Team (ERT) into action. In case of disaster at the Records Center or the Capitol, ERT will assemble at ODL. The Records Center will serve as the assembly area if disaster strikes ODL. ERT is composed of a coordinator and assistant coordinator appointed by the Director, Assistant Director, Branch Heads, Public Information Officer, Business Manager, and Director's Secretary.

ERT will coordinate all phases of the recovery. It will make an on-site inspection utilizing staff members in their respective divisions as needed, evaluate its finding with regards to the materials priority list, and make a written report to the Director of ODL. This report should list the materials in danger and their priority for saving; the immediate procedures as well as long-range actions to insure their recovery; the people and/or organizations needed to effect each procedure; and the supplies, temporary storage, facilities and equipment, etc., needed to carry out each procedure. The appendices in this manual should help in writing this report.

Upon the Director's approval, ERT will organize ODL staff and volunteers into Individual Recovery Teams (IRTs) responsible for carrying out immediate procedures to recover materials. The IRTs will include a cadre of disaster specialists trained in salvage procedures. ERT will provide supplies to the IRTs and will oversee all phases of their work. After the immediate procedures are completed, ERT will institute any long-range actions necessary for material recovery. Throughout the recovery process, ERT will work to achieve the greatest continuity of service that the conditions will allow. At the end of the recovery process, ERT will make a written report to the Director of ODL. This report will describe and analyze the recovery effort, as well as make recommendations for better ways to confront any future disaster.

EMERGENCY ACTION STEPS

FIRE

1. Call the operator and report the exact location of the fire. In the Capitol, call the Capitol Police first and the operator next. At the Records Center, call the operator.

Main _____
Capitol _____
Records Center _____

2. Pull the fire alarm.

Nearest locations:

Main _____
Capitol _____
Records Center _____

3. If the fire is small and you think you can fight it, use a fire extinguisher.

Nearest locations:

Main _____
Capitol _____
Records Center _____

4. Evacuate the building. Do this even if the fire is small enough for you to fight with an extinguisher. Follow the Evacuation Plan for your building.
[See pages _____ for Evacuation Plan]

FLOOD

1. Evacuate the flooded areas if in them. If not in the flooded areas, stay out of them. [See Pages _____ for Evacuation Plan]
2. Call the operator and report the exact location of the flood. If in the Capitol, call the Capitol Police first and the operator next.

Main _____
Capitol _____
Records Center _____

TORNADO

1. Call the operator and report tornado information.

Main _____
Capitol _____
Records Center _____

2. Wait for further instructions.

MEDICAL

1. Call the operator. Report the condition and exact location of the victim.
2. Administer first aid (if trained) and await First Responder.

EVACUATION
AND
SECURITY PLAN

THE
OKLAHOMA
DEPARTMENT
OF
LIBRARIES



200 NORTHEAST 18th STREET
OKLAHOMA CITY, 73105
AC 405 521-2802
TWX 910-881-3178

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*Allen Wright
Memorial Library Building*

Sept. 16, 1980

From: Robert L. Clark, Jr. *Robert Clark*
To: State Civil Defense
P.O. Box 53365
Oklahoma City, Oklahoma 73152

EVACUATION AND SECURITY PLAN

1. Head of Agency and Home Phone.
Robert L. Clark, Jr.
348-0149

2&3. Floor Monitors and Home Phone Numbers.
a. Allen Wright Memorial Library Building, 200 N.E. 18th Street,
Oklahoma City, Oklahoma 73105.

Floor Monitor - Mrs. Syble Robertson, 721-6655.

Alternate Floor Monitor - Steve Belev 364-0919

b. State Records Center, 125 N.E. 21st Street, Oklahoma City,
Oklahoma, 73105.

Floor Monitor - Tom Krenn, 340-1854.

Alternate Floor Monitor - Claude Hartzell 732-1223.

4. Agency Phone Number.
521-2502

5. Special security requirements.
In the event of civil disturbance or disaster where vandalism or looting
might occur, security guards should be assigned to protect the important
records of state government which are housed in the following locations.

10

EMERGENCY CALL NUMBERS

1. Capitol Police _____ 521-2103 or 521-2104
2. Building Superintendent _____ 521-2502/Home 848-6229
3. Fire Department _____ 235-1313
4. Ambulance _____ 232-1234
5. Civil Defense _____ 521-2481 24 Hour No. _____
6. Okla. City Police _____ 231-2121
7. Bomb Threats _____ 521-2103 521-2104
8. Emergency Oxygen Squad _____ 521-2103 235-1313
9. Heart Attack _____ 521-2103 236-0191 232-1234
10. Other _____

ASSEMBLY AREA FOR OUTSIDE EVACUATION

The East parking lot of the State Library Building has been designated as the Assembly Area for all personnel of the State Library Building during a "Building Evacuation" or "Exercise".

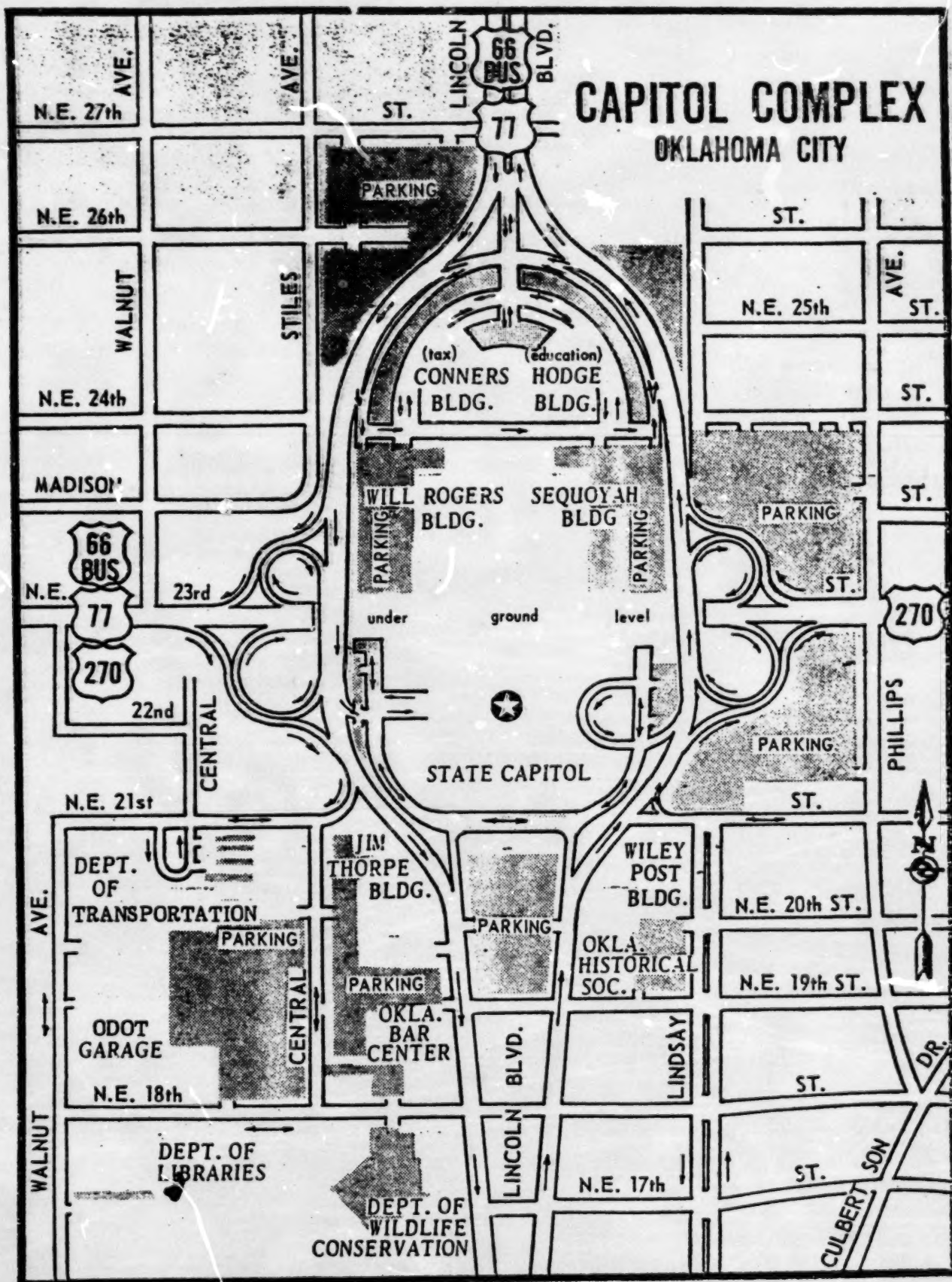
Each Supervisor should exercise direction and control of their own personnel, both during the movement to the assigned area and after arrival at the assigned area.

The Floor Monitors should keep in contact with the Capitol Police to exchange information and relay the information to the agency's personnel.

The Capitol Police will inform the monitors when the personnel can return to their own operations.

ASSEMBLY AREA

Severe Storms will be the Basement. The direction and control of all personnel will be the same as above.



BOMB THREAT CHECKLIST

WRITE OUT THE ENTIRE MESSAGE EXACTLY AS RECEIVED:

TIME OF CALL _____

CALLER'S IDENTITY _____

MALE-FEMALE _____ ESTIMATED AGE _____

CALLER'S LOCATION:

LOCAL _____ PHONE BOOTH _____ LONG DISTANCE _____

FROM WITHIN BUILDING _____

CALLER'S VOICE-CHECK ALL APPROPRIATE CHOICES. SPEECH

☐ LOUD	☐ SOFT	☐ FAST	☐ SLOW
☐ HIGH PITCH	☐ DEEP	☐ DISTINCT	☐ DISTORTED
☐ RASPY	☐ PLEASANT	☐ STUTTER	☐ NASAL
☐ INTOXICATED	☐ OTHER	☐ SLURRED	☐ OTHER

LANGUAGE

☐ EXCELLENT	☐ GOOD	☐ LOCAL	☐ NOT LOCAL
☐ FAIR	☐ POOR	☐ FOREIGN	☐ REGIONAL--
☐ FOUL	☐ OTHER	☐ RACE	☐ OTHER

ACCENT

UNUSUAL USE OF WORDS

EXPLAIN _____

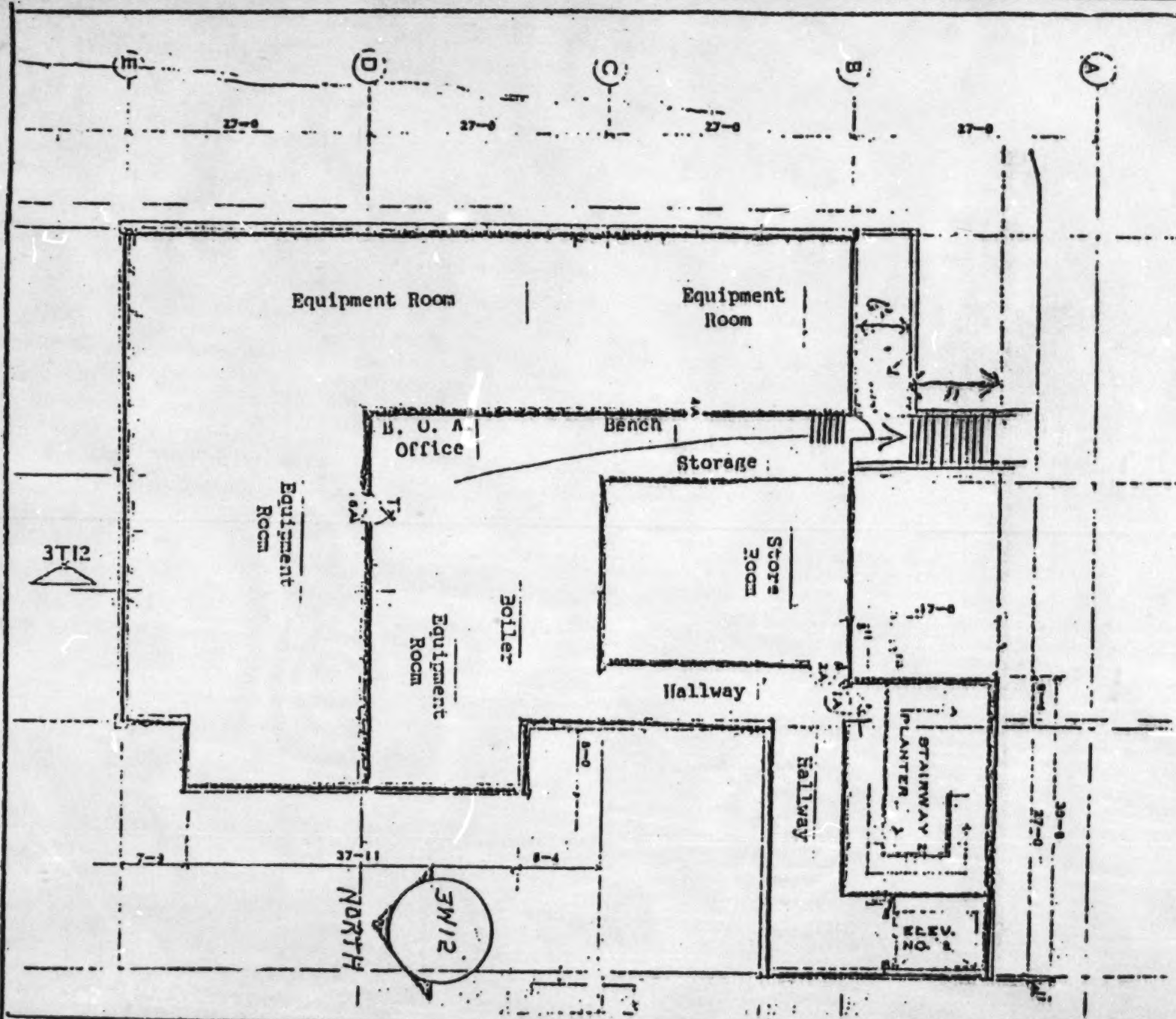
EXPLAIN _____

MANNER

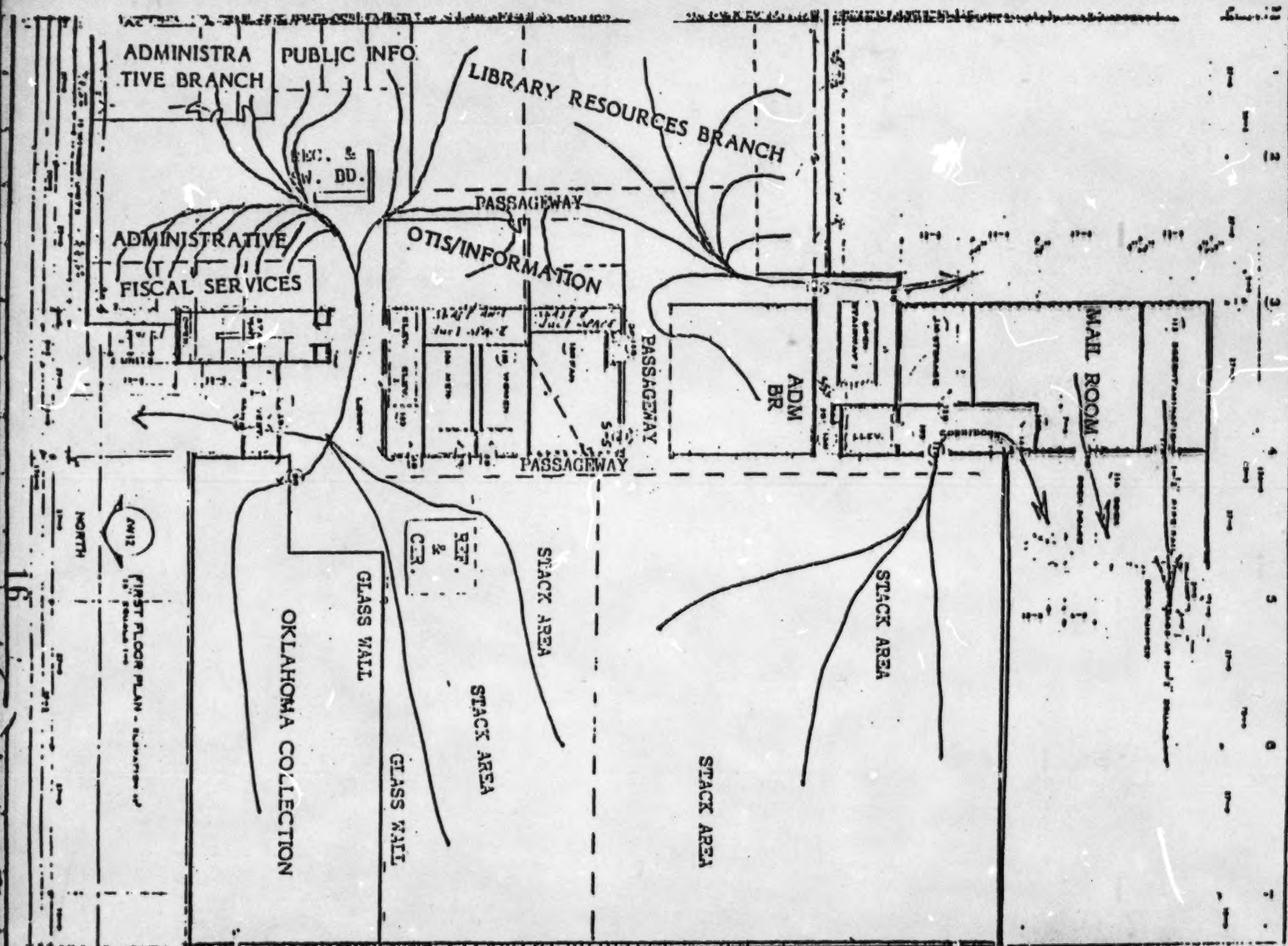
☐ CALM
☐ RATIONAL
☐ COHERENT
☐ DELIBERATE
☐ RIGHTEOUS
☐ ANGRY
☐ IRRATIONAL
☐ INCOHERENT

BACKGROUND NOISE

☐ OFFICE MACHINES	☐ PARTY
☐ FACTORY MACHINES	☐ MUSIC
☐ BEDLAM	☐ ATMOSPHERE
☐ ANIMALS	☐ OTHER EXPLAIN
☐ QUIET	_____
☐ MIXED	_____
☐ STREET TRAFFIC	_____
☐ AIRPLANES	_____
☐ TRAINS	_____



10 16



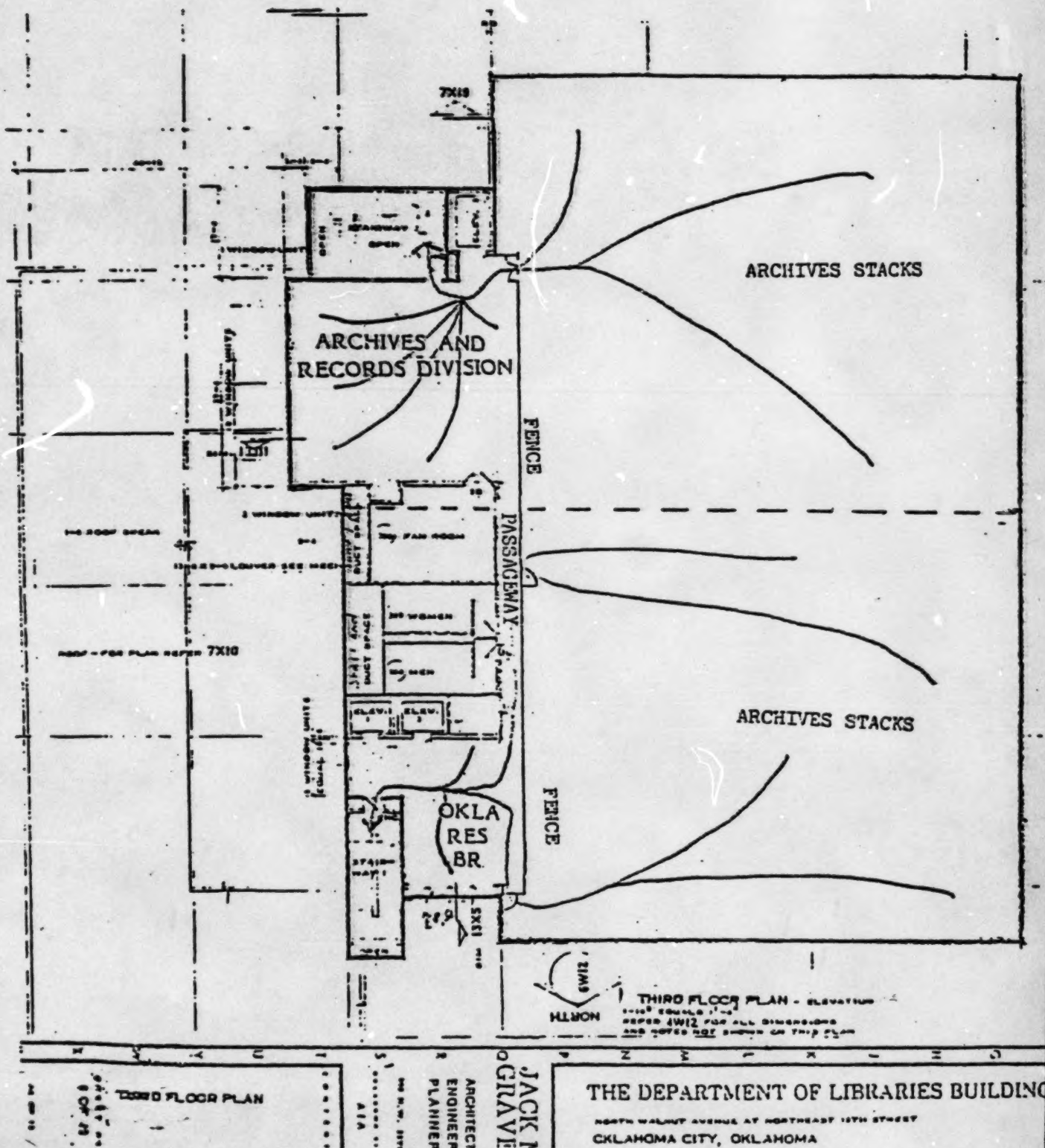
THE DEPARTMENT OF LIBRARIES BUILDING

800121 WALNUT AVENUE AT NORTHEAST 10TH STREET,
OKLAHOMA CITY, OKLAHOMA

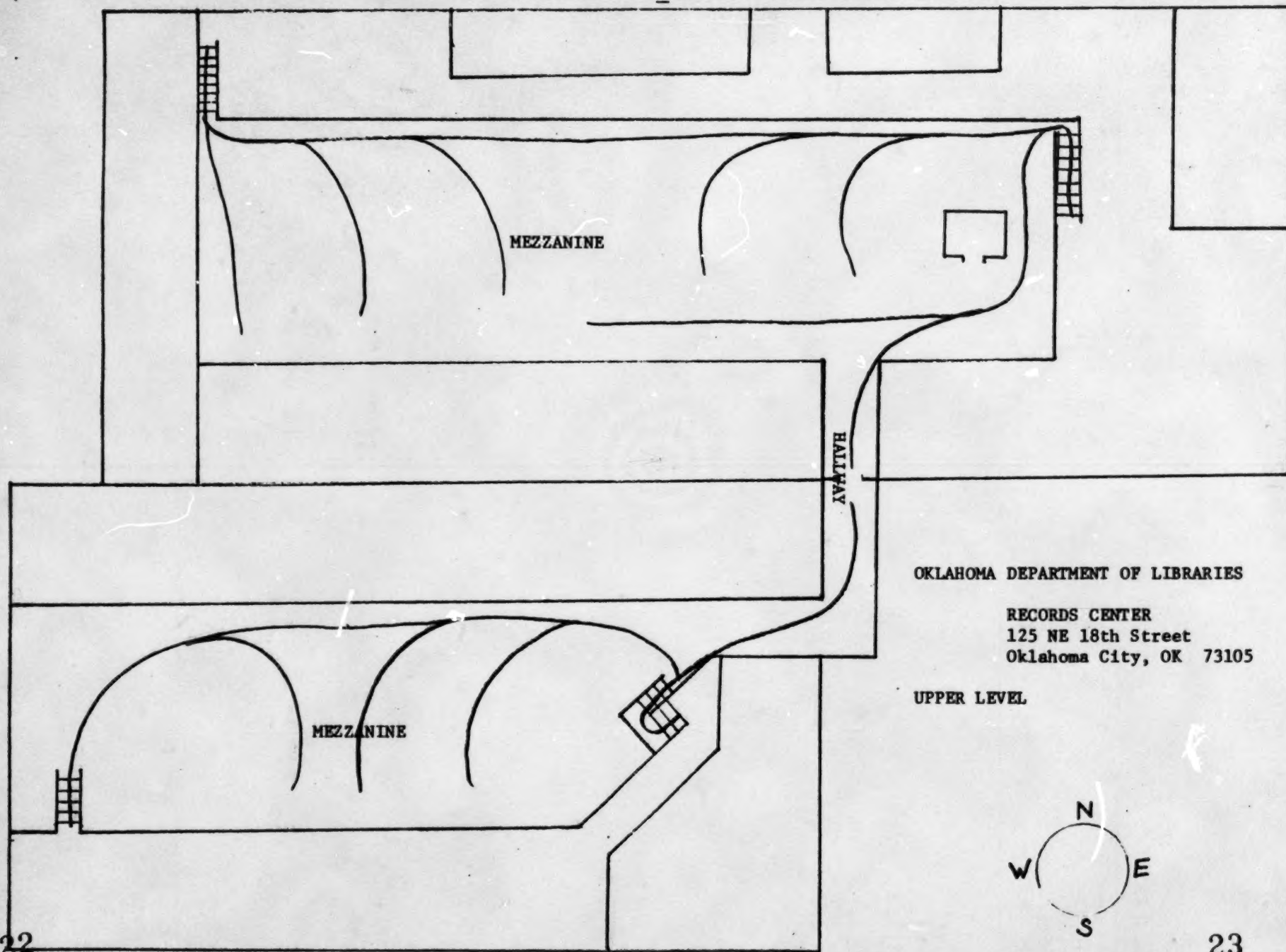
**JACK
GRAY**

**APPROXIMATE
ENGINE
PLANNING**

FIRST FLOOR PLAN



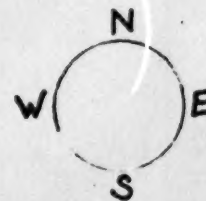
EVACUATION PLAN--RECORDS CENTER--UPPER LEVEL



OKLAHOMA DEPARTMENT OF LIBRARIES

RECORDS CENTER
125 NE 18th Street
Oklahoma City, OK 73105

UPPER LEVEL



EVACUATION PLAN--RECORDS CENTER--LOWER LEVEL

FILM VAULT

FILM VAULT

FILM LABORATORY

REST ROOM

FILM
LABORATORY

STACKS

STORAGE

LOADING DOCK

OKLAHOMA DEPARTMENT OF LIBRARIES

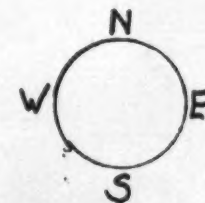
RECORDS CENTER
125 NE 18th Street
Oklahoma city, OK 73105

LOWER LEVEL-GROUND FLOOR

STACKS

OFFICE SPACE

CONFERENCE
ROOM



25

24

P = PRIMARY RESPONSIBILITY
S = SUPPORT RESPONSIBILITY

FUNCTION

	A	M	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
FUNCTION	AGRICULTURE	ALCOHOL BEV. CONT.	ATTORNEY GENERAL	BOARD OF AFFAIRS	CIVIL DEFENSE	CORPORATION COMM.	EDUCATION DEPT.	EMPLOY. SEC. COMM.	EXAM. & INSPECTOR	FIRE MARSHAL	HEALTH DEPT.	HIGHWAY DEPT.	INSURANCE COMM.	MEDICAL EXAMINER	MILITARY DEPT.	OSBI	PUBLIC SAFETY DEPT.	TOURISM/REC. DEPT.	WATER RESOURCES	WELFARE DEPT.	WILDLIFE DEPT.	AM. RED CROSS	CIVIL AIR PATROL	RECREATION	SALVATION ARMY	SEVENTH-DAY ADV.
COMMUNICATIONS		S			P					S				S	S	S	S	S			S	S	S		S	
DEBRIS REMOVAL & DISPOSAL	S										P2	P1														
DISASTER ASSISTANCE CENTER					P		S						S							S		S			S	
DISASTER COORDINATION CENTER	S				P		S	S			S	S		S	S		S			S	S	S				
EMERGENCY WELFARE SERVICE																				P		S	S	S	S	S
ENGINEERING & CONSTRUCTION												P		S												
EVACUATION AND TRAFFIC MOVEMENT							S					S		S			P				S					
FINANCIAL MANAGEMENT & AUDIT									P																	
FIRE SUPPRESSION	P									S	S			S				S			S					
FOOD AND CLOTHING DISTRIBUTION							S							S						S		P			S	S
HEALTH AND MEDICAL											P				S		S			S		S				
HOUSING ASSISTANCE							S							S				S		S		P	S	S		
INSURANCE ASSISTANCE TO INDIVIDUALS													P													
LEGAL ASSISTANCE			P																							
LONG RANGE RECOVERY ASSISTANCE	S		S	S	P	S	S	S	S		S	S	S						S	S		S				
MANPOWER SERVICES								P																		
MILITARY SUPPORT SERVICES										S				P		P										
PROCESSING OF FATALITIES										S				P		S										
PUBLIC INFORMATION	S	S									S	S		S	S		S			S	S	S	S		S	
PUBLIC SAFETY		S												S	S	S	P	S			S					
REGISTRATION - INQUIRY							S													S		P				
SEARCH AND RESCUE	S										S			S			P	S			S		S	S		
SITUATION REPORTING	S	S		P	S	S	S	S		S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
STATE EMERGENCY OPERATIONS CENTER	S			P		S	S			S	S	S	S	S	S	S	S	S	S	S	S	S	S			
TRANSPORTATION							S				P			S												
UTILITIES RESTORATION COORDINATION					P						S															
WATER					S												P			S						
WATER & SANITATION										P				S				S								

EMERGENCY OPERATION PROCEDURES

Actual or threatening emergencies (severe storms, fire, bomb threats, flood, earthquake, explosions, gas leaks, and civil defense warning) require immediate action by all employees and visitors. To assure the safety of all people in the building, emergency action plans have been made with personnel designated to supervise in such emergencies. The organizational structure to be in effect in case of such emergencies include the following positions:

- A. Security Police - The security police becomes, in effect, the captain of the ship during an emergency. He/she is responsible for security of the building and property, for the safety and protection of the people present, for communication, and for declaring and clearing emergency status. The security guard shall notify floor monitors of the type of evacuation, monitors may take appropriate action.
- B. Floor Monitor - The floor monitor is responsible for directing actions of personnel on his/her floor. In emergency evacuation, the floor monitor shall be the last person to leave the floor and will report evacuation to security or police official in charge. The floor monitor shall appoint stairway monitors and an elevator monitor, and develop plans to insure that these persons are in position in the event of an evacuation (see chart). The floor monitor is responsible for notifying the security police in case of emergency on his/her floor.
- C. Stairway Monitor - A monitor, stationed at each floor stairway exit, is responsible for maintaining an even flow of personnel into the stairway.
- D. Elevator Monitor - An elevator monitor is responsible for prohibiting the use of the elevators on each floor, unless otherwise directed.

1. Fire - Outside Evacuation

- A. All personnel shall leave the building by the exit stairs and no personnel shall use the elevators.
- B. All personnel in the basement shall use the closest stairs or the nearest tunnels leading to the outside of the building.
- C. Personnel responsible for files shall close files where valuable records and other items are kept.
- D. Personnel responsible for electrical machines shall turn off all machines (typewriters, adding machines, etc.).

- E. The floor monitor (at the time of the evacuation, if not before) shall appoint two individuals to assist person in a wheelchair (or a person otherwise too handicapped to negotiate stairways quickly) on each floor to carry the wheelchair and person down the stairway exits and out of the building.
- F. WALK, DON'T RUN, to the stairway exit to safety. Proceed in an orderly fashion.
- G. The floor monitor shall completely check the assigned floor to assure that all individuals have evacuated.
- H. All personnel shall remain outside the building until the security police issues clearance for returning to the offices.

II. Severe Storm - Evacuation to Basement

If evacuation seems necessary in the event of a severe storm warning, the security police shall alert the department heads and the floor monitor to seek shelter in the basement of the building. Upon evacuation notice, the following procedures shall be initiated:

- A. All personnel shall proceed to the basement of the building by the exit stairs and no personnel shall use the elevators.
- B. The floor monitor (at the time of the evacuation, if not before) shall appoint two individuals to assist person in a wheelchair (or a person otherwise too handicapped to negotiate stairways quickly) on each floor to carry the wheelchair and person down the stairway exits to an appropriate basement area.
- C. The basement floor monitor shall alert basement stairway monitors to open the basement stairway doors leading from the other floors and direct the evacuating personnel to the nearest tunnel. Personnel must move away from the stairway doors and into the tunnel areas.
- D. Personnel responsible for files shall close files where valuable records and other items are kept.
- E. Personnel responsible for electrical machines shall turn off all machines (typewriters, adding machines, etc.) before leaving desks.
- F. WALK, DON'T RUN, to the stairway exit to safety. Proceed in an orderly, calm fashion.
- G. The floor monitor shall completely check the assigned floor to assure that all individuals have evacuated.
- H. All personnel shall remain in the basement and tunnels until the security police issues clearance for returning to the offices.

- I. If building has no basement or tunnels, move away from windows. Get under something heavy, such as a heavy table cover the face and eyes.

III. Bomb Threat - Outside Evacuation

Past experience reveals that over 95 percent of all bomb threats are hoaxes. However, there is always the chance that the threat may be real and, therefore, appropriate action should be taken in each instance. In case of such an event, the following procedure shall be followed:

- A. All personnel shall exit the building by the exit stairs and no personnel shall use the elevators during a bomb threat evacuation.
 1. See bomb threat checklist.
- B. All personnel in the basement shall use the closest stairs or the nearest tunnels leading to the outside of the building.
- C. Personnel responsible for files shall close files where valuable records and other items are kept.
- D. Personnel responsible for electrical machines shall turn off all machines (typewriters, adding machines, etc.) before leaving desks.
- E. The floor monitor (at the time of the evacuation, if not before) shall appoint two individuals to assist person in a wheelchair (or a person otherwise too handicapped to negotiate stairways quickly) on each floor to carry the wheelchair and person down the stair way exit and out of the building.
- F. WALK, DON'T RUN, to the stairway exit to safety. Proceed in an orderly, calm fashion.
- G. The floor monitor shall completely check the assigned floor to assure that all individuals have evacuated.
- H. Do not try to locate the bomb, and do not try to move the bomb if found. Avoid all suspected objects that may be a bomb. Report all suspected objects to floor monitor who will report to the security police.
- I. All personnel shall remain outside the building until security police issues clearance for returning to the office.

IV. National Defense Alert

Learn your community's warning signals.- The attack warning signal is a wavering sound on the sirens or a series of short blasts. If you hear this warning signal, turn on your radio or television to hear emergency information.

V. Other Emergencies - Outside Evacuation

Other emergencies such as earthquake, flood, explosions, gas leaks, or aircraft crashes into building shall be treated in the same manner as a fire threat.

VI. Evacuation Personnel Assignments

The floor monitor shall appoint stairway monitors (if needed in your building) and one elevator monitor. The following personnel are assigned the responsibilities of floor monitor. See roster.

VII. Evacuation Personnel Responsibilities

The floor monitor, three stairway monitors, and one elevator monitor shall have the following responsibilities:

- A. Develop plans for the orderly evacuation of the floor by designating which office shall use which stairway exit.
- B. Instructing personnel in each office on plans and evacuation procedures.
- C. Identifying handicapped personnel who might need assistance and assigning personnel to assist them in case of emergency. Discuss with the handicapped person and assistant, the procedure to be used in their evacuation.
- E. Directing evacuating personnel away from critical areas such as a stairway which is near the fire area or from stairways being used by emergency response personnel (firepersons, police, etc.).
- F. Telling evacuating personnel (even in case of drill) which evacuation route to take--either outside or basement.
- G. Assuring that all personnel have evacuated and reporting to floor monitor and security guard on completed evacuation and assignments.
- H. Evaluating the events and procedures for purposes of improving and simplifying evacuations.

APPENDIX

SAFETY CHECKLIST

		Date Checked
A. Locks secure & keys accounted for?		_____
1. Burglary alarms secure & connected to Capitol police?		_____
B. Emergency phone numbers posted at telephone operator's desk & reference desk?		_____
C. Disaster manual available at telephone operator's desk, reference desk & on each floor?		_____
D. Last building inspection by State Fire Marshall's Office?		_____
1. Fire extinguishers available & operable on each floor?		_____
2. Fire alarms operable & connected to Capitol?		_____
3. Sprinkler systems operable?		_____
4. Smoke detectors operable?		_____
E. Emergency lighting operable & available where needed?		_____
F. Transistor radio available & operable?		_____
G. First aid kits available & stocked?		_____
H. Staff familiarized by tour with locations of fire extinguishers, emergency lights, radio, CD/tornado shelter, first aid kits, & how to reach members of Emergency Recovery Team?		_____
I. Last evacuation drill?		_____
J. Equipment inventory in secure place?		_____
K. Other potentially unsafe or damaging conditions:	Location	Date Checked
1. Exits or corridors blocked?	_____	_____
2. Broken glass?	_____	_____
3. Exit signs not visible?	_____	_____
4. Warped or sticking doors?	_____	_____
5. Dangerous chemicals or other materials improperly stored?	_____	_____
6. Ceiling or other leaks?	_____	_____
7. Water stained ceilings indicating possible leaks?	_____	_____

SAFETY CHECKLIST

K. Other potentially unsafe or damaging conditions (cont'd):

	Location	Date Checked
8. Worn or exposed wiring?	_____	_____
9. Electrical equipment not grounded?	_____	_____
10. Defective equipment not labeled?	_____	_____
11. Overloaded sockets?	_____	_____
12. Electrical cords in dangerous position?	_____	_____
13. Other potential tripping hazard?	_____	_____
14. Books or boxes dangerously piled?	_____	_____
15. Unsafe stacks (improperly balanced, etc)?	_____	_____

MEDICAL DATA

First Responder

A first responder is trained to treat an emergency victim. He assesses the patient's needs and gives emergency care. The first responder has completed a 40 hour Emergency Medical Service Program and is certified by the Commissioner of Health.

Equipment

The Department keeps a complete first aid kit and oxygen bottle at the operator's station. A first aid kit is also located in the Governmental Services Branch office area. During the legislative session, the Doctor of the Day may be called upon to assist the sick or injured.

"Good Samaritan Act"

Part 2 of the "Good Samaritan Act" states, "where no prior contractual relationship exists, any person who in good faith renders or attempts to render emergency care consisting of artificial respiration, or preventing or retarding the loss of blood, or aiding or restoring heart action or circulation of blood to the victim or victims of an accident or emergency, wherever required, shall not be liable for any civil damages as a result of any acts or omissions by such person in rendering the emergency care." Laws 1971, c. 146, section 1.

INSTRUCTIONS
FOR YOUR
FIRE EXTINGUISHER

NAMEPLATE SYMBOL

TYPES OF FIRES



FOR WOOD, PAPER,
CLOTH, TRASH AND OTHER
ORDINARY COMBUSTIBLES.



FOR GASOLINE, GREASES, OIL,
PAINTS AND OTHER
FLAMMABLE LIQUIDS.



FOR LIVE ELECTRICAL
EQUIPMENT.

THE NAMEPLATE ON YOUR EXTINGUISHER SHOWS THE
SYMBOLS DESIGNATING THE TYPES OF FIRES ON WHICH
THIS EXTINGUISHER SHOULD BE USED. READ IT
CAREFULLY. DO NOT USE ON CLASS D FIRES
(COMBUSTIBLE METALS, E.G. MAGNESIUM).

A. An Introduction to Your Fire Extinguisher

Fires come in all sizes but only three basic types. They are known as Class A, Class B and Class C.

1. Class A fires are those involving paper, cloth, wood, upholstery and other ordinary combustibles.
2. Class B fires involve gasoline, oil, grease and other flammable liquids. Water should not be used on this type of fire.
3. Class C fires involve electrical equipment and here again water should not be used because of the danger of severe electrical shock.

Your extinguisher is basically a storage container for a special fire extinguishing agent. When the extinguisher is operated the agent is expelled by a continuous stream of pressure stored in the container. Do not incinerate by throwing into a fire; it may explode.

SAFETY DIVISION TELEPHONE Dial "0"

Never try out the extinguisher to see if it functions unless you are prepared to completely recharge it or replace it immediately. A partially used extinguisher will quickly lose all its pressure and become useless in a few hours.

B. Operation

Operation instructions and cautions for this extinguisher are printed on the nameplate. Read and understand these before a fire occurs.

Most types of fire extinguishers discharge their contents in 8 to 25 seconds depending upon size. It is therefore important that the extinguisher be aimed correctly at the fire before it is operated.

Be prepared for the discharge. There will be a slight backward reaction as the agent is being discharged from the nozzle or horn.

Stand 6 to 10 feet away from the fire and aim at the base of the flames with a side to side sweeping motion across the width of the fire. Move closer as the fire is extinguished. You are too close if the discharge disturbs the burning material. If possible, keep the wind behind you. After the fire appears to be out, continue to watch for "flashbacks" and extinguish them immediately.

Have the extinguishers recharged as soon as possible.

(Note: The preceding text has been excerpted from the Owner's Instruction Manual, Amerex Corp., Trussville, Alabama.)

MATERIAL PRIORITY LIST

ADMINISTRATIVE BRANCH

1. Fiscal files (including contracts)
2. Administrative files (including personnel)
3. ISCA files

Administrative Office

1. Administrative records
2. Cash box
3. Undeposited cash receipts
4. Current inventory equipment printout

Data Processing

1. Administrative records
2. Data processing central file
3. Word processors
4. Printer

GOVERNMENTAL SERVICES BRANCH

1. Administrative records
2. In-house indexes
3. Reserve materials
4. Rare Oklahoma materials
5. Legal encyclopedias, dictionaries, and reports
6. Oklahoma and Federal books

Legislative Reference

1. Administrative records
2. Oklahoma Gazette Index
3. Administrative Appointments
4. OK Gazette Register Manual
5. Oklahoma Gazette Binders
6. Legislative Subject Index
7. Legislative Status Index
8. Directories of Oklahoma
9. Older editions of State Agencies and Who is Who
10. Legislatures File
11. Oklahoma Gazette Files
12. Department of Human Services Filings

LIBRARY RESOURCES BRANCH

Administrative records (M. Patmon's office)

Acquisitions

1. Administrative records
2. Serials files (2 Kardex and 1 file box)
3. On-order file drawers
4. On-order encumbered pink slip file drawers
5. Standing Order file drawers
6. Invoice files
7. Exchange files
8. Address file book
9. Terminal & Printer

MATERIAL PRIORITY LIST cont'd

U.S. Documents

1. Administrative records
2. Circulation records
3. Shelf-list
4. Microfiche
5. Census documents
6. Remaining documents

OTIS/Information Services

1. Administrative records
2. OTIS files (1 drawer)
3. TI 745 print terminal (portable)
4. Circulation records
5. Oversize 700's books
6. Oversize 900's books
7. 398 books
8. 930 books and back as far in the 900's as possible
9. Oversize 500's books

Cataloging

1. OCLC terminals and printers

LIBRARY SERVICES BRANCH

1. Administrative records
2. County files

Professional Collection

1. Monographs and serials
2. Vertical files

Audiovisual Collection

1. Administrative records
2. Oklahoma Collection films
3. Booking cards for films
4. Inventory list
5. 35mm camera
6. Other AV equipment
7. Remaining films

Juvenile Book Evaluation Center

1. Card catalog
2. Book reviews in card file
3. Book reviews on microfilm
4. Cataloged books
5. Uncataloged old book collection
6. Uncataloged new book collection
7. Paperback and magazine collection

MATERIAL PRIORITY LIST cont'd

OKLAHOMA RESOURCES BRANCH

Administrative records (V. Owens' office)

Archives and Records

1. Administrative records
2. Secretary of State
 - Proclamations and Executive Orders
 - Misc. Filings
 - Articles of Incorporation
3. Governor's Papers (especially Executive Ledgers-Complete Record)
4. Legislative Council-Committee Files
5. Supreme Court Case files
 - No. 43,500 (File cabinet 282-5) and up
 - No. A15000 (Box 1279) and up
6. Corporation Commission
 - Secretary's Files
 - Oil and Gas Cases C.D. 31,000 (Box 342) and up
7. Attorney General Bond Transcripts, 1960 (Box 228) and up
8. Budget Office - Details of Expenditure
9. Each agency
 - Minutes (especially Commissioners of the Land Office)
 - Administrative files

Records Center

1. Administrative records
2. Unfilmed:
 - Senate and House bills
 - Warrants
 - Pardon and Parole records
3. Other records:
 - Claims
 - Industrial Court
 - Board of Affairs
 - Payroll Registers
 - Crime Commission
 - Auditor and Inspector working papers

Oklahoma Publications Clearinghouse

1. Administrative records
2. Reference materials
3. Remaining documents

Oklahoma Room

1. Card catalog
2. Vertical file materials
3. Remaining books

MATERIAL DAMAGE REPORT

Part A - To be filled out as soon as possible

1. Location of damaged material _____

2. What kind of damage? (water, smoke, mold, etc.) _____

3. Number of items damaged (or cubic feet of records) Attach list if at all possible _____
4. When did damage occur? _____
5. Approximate area of building affected (i.e. northwest $\frac{1}{4}$ of 2nd floor of Allen Wright Bldg.) _____

6. Temperature in affected area _____
7. Relative humidity in affected area _____

Part B - To be filled out later

8. When was damage reported? _____
9. How long after the damage occurred was it reported? _____
10. Who initially discovered damage? _____
11. As exactly as possible, what caused the damage _____

12. Value of damaged material _____
13. How many items were salvaged? _____
14. Value of unsalvageable material. Attach list of unsalvageable material _____

MATERIAL DAMAGE REPORT cont'd

15. Steps taken to save material _____

16. What were biggest problems encountered in trying to save material

SALVAGE PROCEDURES

Categorizing and Preparing for Treatment

These steps are concerned with the initial procedures involved in a salvage effort. They contain relatively broad guidelines for getting things started — for removing items from affected areas, for establishing work areas, and for deciding on categories of treatment. Information contained here is derived largely from Peter Waters' booklet, Procedures for Salvage of Water-Damaged Library Materials, which may be obtained from the Preservation Office, Library of Congress, Washington, D.C., 20540. Copies available in Professional Collection (P025.84 Wat).

1. Determine various treatments to be needed (as indicated on following pages), so items can be directed to appropriate locations for different treatments.
2. Establish work areas with a temperature not above 65° Fahrenheit and relative humidity of 35-45%. Different areas should be used for different procedures: for drying, for washing, and for packing. Work rooms should be well-removed from the affected area, with a controlled environment maintained. They should be kept as clean as possible, with debris being removed frequently. Work tables should be set up and covered with polyethylene sheeting.
3. Give instructions on labelling boxes, packages, and/or single items. If possible, secure record books for this purpose. Inventory materials as they are removed. Give location in which material is found, its destination, and its priority. Use a soft-lead pencil for marking and for record keeping.
4. Remove wettest materials first in order to decrease humidity.
5. If the volume of wet books and paper is large, it may be wise to freeze them. If this action is decided upon, call the freezer company and collect plastic milk cartons and/or heavy cardboard boxes for packing.
6. For partially wet books, determine the method of drying to be used.
7. If more than a 48-hour delay seems likely, it may be preferable to leave materials submerged in water in order to prevent mold formation. If mold has begun to grow on upper shelves, keep materials tightly shelved if they cannot be treated immediately. This should restrict the mold growth to the outer edges of materials. Also consider having the area sprayed with thymol. (Thymol is a mold inhibitor)
8. Begin removal of all items from affected areas. If practical, remove the most important records first. If the volume of material is large, it may be helpful to establish a human chain to remove them. Have the same number of people in the chain as those at the end of the line responsible for packing. This helps to prevent a bottleneck.
9. When removing dry or partially dry materials, re-stack them with an air space between them, and keep a check for mold growth.
10. If packing materials to be frozen, use plastic milk crates if possible, and pack them 3/4 full, since they may collapse. There is an advantage in using standard-sized boxes which stack evenly. Also, all books should be placed vertically in the boxes, with the back edges of the books on the bottom of the box. This facilitates heat transfer if vacuum-drying is decided upon.

Wrap items in freezer or waxed paper. Individual sheets can be wrapped in packages not to exceed two inches in thickness. Don't attempt to separate a mass of single documents if they will later be freeze- or vacuum-dried. They will separate during this process. Freeze materials in their containers if they are found this way. Freeze books in the shape in which they are found. Do not open, close, or compress wet books.

Note: When large quantities of water-damaged materials are involved, the fastest and most economical treatment would be to freeze these materials at a local facility, and then transport them in freezer trucks to a firm with the capability for vacuum-drying. In this eventuality, contact the McDonnell Douglas Corporation, St. Louis, Missouri. If there was previous mold infestation of affected materials, sterilization with ethylene oxide, and with thymol, can be carried out during the vacuum-drying process.

Even if freezing will not be followed by freeze- or vacuum-drying, it is desirable because it eliminates the probability of mold-growth. It also provides time in which rational decisions can be made on future treatment, when volume of work can be more accurately estimated and consultative advice may be sought.

If freezing space is limited, priorities for immediate treatment must be established. Items should be frozen as rapidly as possible, at -20° Fahrenheit or lower. If freeze- or vacuum-drying is planned, it is not necessary to wrap items. It is preferable to wash dirty, muddy books before freezing them, if time allows. For washing procedures, see the following section.

Treatment of Water-Damaged Paper

If the quantities of damaged materials are not too great, and if time and staff capabilities allow, the following actions may be taken in order to dry wet books and papers. These procedures may also be undertaken, as time allows, after materials have been frozen and thawed. Such procedures should be performed only by concerned and careful staff members and/or volunteers. Wet paper is easily damaged, and such damage will significantly increase future restoration costs. Again, information in this section derives largely from Peter Waters' publication.

1. If the edges of a book are only slightly wet, the book may be fanned open slightly and stood upside-down (this will help to reduce its natural tendency to sag) in a flow of warm air, or it may be hung to dry. For hanging, use one line (monofilament no more than 1/32 inch in diameter, and 5-6 feet long) per half-inch thickness of book. Never hang a book if it weighs more than six pounds or if it is very wet. (Hanging will help to restore the proper shape of the spine.)
2. Just before a book is dry, weight it in a flat position, with the spine gently shaped to be convex. Don't stack drying books.
3. If a book is wet around the edges, interleave with dry paper between the boards and flyleaves. (Unprinted newsprint makes inexpensive interleaving sheets. A printing plant may also be able to cut it into standard book sizes.) Lay the book flat with no added weight. As it dries, put new interleaving sheets in, turning the book over each time this is done. When the book is almost dry, a light weight can be put on top.

3. If diazo or vesicular film has been wet, it can be dried with a soft, lint-free cloth.
4. Microfilm exposed to the heat of a fire may have faded. Vesicular film may start to fade at 120° Fahrenheit; diazo and silver halide, at 140° Fahrenheit.
5. Microfilm should not be stored in fire-resistant safes or cabinets of the type with insulation which, when heated, releases moisture, thus causing steam build-up. This can cause melting or stripping of the emulsion.

After the Fact

After materials have been removed from affected areas, and treatment is underway, there are still decisions to be made and work to be done. Especially important are those steps taken to prevent future damage to holdings by mold infestation.

1. Repair and sterilize the storage areas before returning materials.
2. Decide what drying method will be used for frozen materials. If books are to be thawed and then dried by traditional methods, allow 36 to 48 hours for a carton of books to thaw. Defrost only the number of books which can be handled promptly. Books may be safely refrozen, however, as often as necessary.
3. Continue site inspection for at least one year to check for the growth of mold.

These salvage procedures with slight alterations come out of Judith Fortson-Jones' Manual for Records Preservation and Disaster Planning for Local Government Agencies in Nebraska, Nebraska State Historical Society, 1981.

4. Begin opening a thoroughly wet book very slowly as it dries. Begin interleaving with dry sheets at intervals of 25 leaves. Interleaving should not exceed 1/3 the total thickness of the volume. Keep books upright until they are quite dry, when they can be placed flat, as in point #3 above. Change interleaving sheets frequently; they should not be re-used unless they are thoroughly dry. Interleaving sheets may also be treated with thymol to help prevent the formation of mildew. If this is desired, refer to the Waters booklet for instructions, or consult the Conservation Specialist of the Oklahoma State Archives.
5. If a washing area is needed, it must be set up where good drainage is possible. For extensive washing, six to eight plastic garbage cans (20-30 gallon size) will be needed, along with a hose for each one. Use pallets, rubber boots and rubber aprons.
6. Don't wash opened volumes, loose pages, items which contain water-soluble inks or dyes, or very fragile or delicate materials.
7. If necessary, books bound in cloth or paper can be left in clean, running water for a period up to two weeks. (Note: Some books should not be kept submerged in water. This includes those with leather bindings, and those printed between 1880 and 1946, with paper which is now brittle.)
8. Provide a continuous supply of running water in each can. Always keep a book tightly closed when washing it. Gently sponge a book under water in each can. In the last can, the book can be gently sprayed with water. Squeeze out remaining water only with the hand. No mechanical press should be used.
9. Stand books on head end (upside-down) to drain. Open covers slightly while the book is draining.
10. Stand a washed book on several sheets of absorbent paper. This paper should be replaced frequently. Put interleaving sheets next to the covers and flyleaves (these are usually the last to dry out). Place aluminum foil, polyester or polyethylene between the flyleaves and the text block.
11. As a book begins to dry out, follow procedures stated above for partially wet books.
12. If it is not possible to freeze single sheets, they may be separated for immediate drying; this procedure, however, does require considerable skill and dexterity. For instructions, consult the Waters booklet or the Conservation Specialist of the Oklahoma State Archives.
13. Charred materials may be wrapped and tied for protection. If very weakened and embrittled, they may be supported by wrapping them between two pieces of cardboard.

Treatment of Water-Damaged Microfilm

1. Once it has become wet, silver halide microfilm should be immersed in clean water until treatment is possible. If it becomes dry, the emulsion may separate from the base. Also, the film will stick together and solidify. Black and white film can be left for up to three days in water before the emulsion will separate from the film backing. Color film must be processed within 48 hours.
2. For emergency reprocessing of silver halide microfilm, contact a microfilm service company. Eastman Kodak will reprocess their own product free of charge.

SUPPLIES AND EQUIPMENT

Name of Item	Supplier (company or institution/personal name)	Phone Number
A. Library trucks (carts)	Metropolitan Library System (depending on their circumstances at the time)	235-0571
B. Drying space	23rd St. Armory (rental - \$75 a day + \$175.00 deposit)	528-2397
C. Refrigerator trucks	Refrigerated Delivery (Prefer to handle only food & suggest air cond. van but they are only short haul ref. delivery service)	672-3891
D. Deep freeze facilities	United Refrigerated Services, Inc.	235-4444 235-8657
E. Plastic crates such as used to transport milk cartons	Comanche Supply Co.	235-3353
F. Portable electric sump pump	Civil Defense Dept. - Cody Grider or other duty officer	521-2481
G. Portable generator	Civil Defense Dept. - Cody Grider or other duty officer	521-2481
H. Heavy duty extension cords	A & B Rent-All Mon.-Fri. only or contact State Agency for Surplus Property	632-9779 521-2135
I. Rolls of plastic sheeting	Cope Plastics - polyethylene rolls - Mon.-Fri. only. Otherwise hardware stores or T.G. & Y.	528-5697
J. Electric fans	A & B Rent-All Mon.-Fri. only or contact State Agency for Surplus Property	632-9779 521-2135
K. Extra security personnel	Civil Defense Dept. - Cody Grider or other duty officer	521-2481
L. Thymol crystals & methyl alcohol	Light Impressions Corp., Rochester. N.Y.	800-828-6216
M. Unprinted newsprint	Carpenter Paper Co.	235-6321
N. Dry ice	Cardox Division of Chemetron Corp.	946-0684
O. Freezer paper	Morrison Paper Co.	232-5411
P. Volunteer coordination assistance	Civil Defense Dept. - Cody Grider or other duty officer	521-2481
Q. Vacuum freeze drying	McDonnell Douglas Corporation, St. Louis, MO	

SUPPLIES AND EQUIPMENT cont'd

Name of Item	Supplier (company or institution/personal name)	Phone Number
R. Dehumidifiers, Fans, Plastic gargage cans, Monofilament line, sponges, White paper towels	Hardware, grocery, & discount stores	
S. Polyester non-woven web	Ok. Mattress & Furniture Co.	235-1142
T. Mylar	Triangle A & E	232-4101
U. Exterminator	Local extermination company	
V. Pallets	Local packing service	
W. Sling psychrometer	Labco Scientific	235-3526

PERSONNEL

Director - Robert L. Clark, Jr., 2001 Cedar Ridge Rd., Edmond 348-0149

Emergency Recovery Team

Coordinator - Howard Lowell, 5720 N.W. 23rd, Apt. 260-W, OKC 943-4997

Assistant Coordinator - Michael Holland, 1312 N. Louise, OKC 524-8108

Assistant Director - Denny Stephens, 1438 N.W. 34th, OKC 528-5689

Branch Heads - Harriet Barbour, 627 Classen Blvd., Norman 321-5572

Esther Mae Henke, 4316 N. Woodland Blvd., OKC 524-0308

Virginia Owens, 5304 N. Hudson, OKC 842-4152

Marion Patmon, 3400 Squire Rd., OKC 427-6103

Public Information Officer - Marilyn Veseley, 2255 Lindenwood Dr., Norman 364-3325

Business Manager - Barbara Riddle, 225 W. 8th, Edmond 341-7698

Director's Secretary - Syble Robertson, 5641 N.W. 59th, OKC 721-6655

Individual Recovery Team (Cadre)

Steve Beleu, 1852 W. Robinson, Norman 364-0919

Susan Bradley, 1407 N.W. 17th, OKC 528-1710

Gary Harrington, 4724 N.W. 15th, OKC 943-0470

Brad Koplowitz, 624 Morningside Dr., Norman 364-4094